



Job Announcement

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Opening Date:	June 6, 2013	Closing Date:	June 20, 2013
Job Title:	Media Developer Supervisor	Position Type:	Regular Full Time
PIN:	053385	FLA. Status:	Exempt
Location:	Office of Communications & Public Affairs (OCPA) Annapolis, Maryland	Grade/Salary:	J16 \$54,562 - \$65,426 (Depending on Qualifications)
Financial Disclosure:	Yes		

Regular State employees subject to promotion/demotion policy

Essential Functions: As part of a team, the primary responsibility of the Media Developer Supervisor is to supervise and assign tasks to OCPA's Media Group staff and provide administrative oversight for the media department. In addition, other duties will include, but are not limited to: producing, directing and/or editing professional videos utilizing current video production and editing technology to produce educational and promotional broadcast quality video programming, both live and in post-production; utilize computer graphics based programs to create presentations for judicial programs; provide DSLR still photography at judiciary related events, including providing individual portraits upon request; provide on-site and off-site audio visual support; review the work of lower level staff; create and maintain project schedules; conduct performance evaluations; recommend and implement disciplinary actions; mentor and coach staff; participate in the acquisition of staff; train staff on new technology and skills, as needed; recommend and implement new practices and procedures to improve the productivity of and new technology for the department; ensure appropriate resources are available to staff to complete projects on deadline; assist in the procurement of new equipment; conduct and maintain inventory of equipment; perform other duties as assigned by the Director or Deputy Director.

Education: Bachelor's degree from an accredited college or university in Communications, Radio/Television, Advertising, Journalism, Visual Arts or related field.

Experience: Five years of professional experience in the field of video production and multimedia. Two years of previous lead, management level or supervisory experience is required.

Note: An additional three years of related work experience, as defined above, may be substituted for a non-related Bachelor's Degree in specialized area.

Skills/Abilities: Knowledge of the principles of communications, particularly as applied to audio visual channels. Knowledge of the principles of photography, video production and graphic arts. Knowledge in the usage, characteristics and capabilities of a variety of audio-visual equipment, including still and electronic news gathering (ENG) cameras, live production equipment, I.e., video mixer and sound recording equipment and related devices. Knowledge of audio visual and other software which includes, but is not limited to: PC/Windows XP & Windows 7; Mac OSX 10.6 and above; AVID Non-Linear Computerized Editing Systems and AVID Unity network; current versions of Adobe Photoshop, AfterEffects, Premiere, Illustrator; Autodesk Maya 2010, Pipeline FX QUBE! render farm software; knowledge of 2D/3D animation and render farm capabilities; Video compression and encoding software such as Sorenson Squeeze; Microsoft Word and PowerPoint; Option Power response systems and other software applications. Knowledge of the techniques, equipment and skills used in the creation of photographs, video production, video archiving, post-production, motion graphics, visual presentations, sound recordings or other related audio-visual communications. Ability to conceptualize essential information to be communicated and to develop and present such information effectively through the use of appropriate visual, graphic or audio methods. Ability to utilize and evaluate the effectiveness of various audio-visual aids. Ability to design and develop audio-visual presentations in an artistic, tasteful and creative manner. Ability to manage and review the work of others. Ability to operate a variety of common audio-visual equipment. Ability to learn and implement new techniques/technologies. Ability to carry up to 50 lbs., using proper lifting techniques. Ability to travel and complete assignments. Ability to perform all essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN and location. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Avenue, Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.